

Employee Information

Who is this computer request for?

Name

Office

COA Role

Faculty Staff

Employed As

Full Time Part Time Adjunct

Supervisor Information

Who is approving this request?

Name

Is the supervisor the person that we should contact for questions?

Yes No

Equipment Information

Would the employee like training for this new computer?

Yes No

Date needed by:

Computer Type

Mac desktop PC desktop Mac laptop PC laptop

The PC 2017-2018 standard laptop is a Dell Latitude 14" i5, non-touch display with a 256G hard drive. The Mac 2017-2018 standard laptop is a 13" i5 MacBook Air with a 256G hard drive. Upgrade options and costs are available in the Accessories and Upgrades section.

Does the employee currently have a COA computer?

Yes No

Please indicate the types of work the employee does or will be doing on the computer

Does this employee need any non-standard software?

Yes No

All COA systems come with Microsoft Office

Does this employee need any accessories or upgrades?

Yes No

Accessories available upon request on as needed basis:

Extra AC adapter for PC laptop Extra AC adapter for Mac laptop

Extra LCD monitor for laptops External CD/DVD drive for compact laptops

Any other questions or requests

For more information, please refer to the COA Employee Hardware Service Level Agreement.